# Information & Education RFA Application Review Tool
## Section E:  Applicant Capability (3 page maximum, assigned weight of 15%)

| Element | Missing (0) | Rating (0-4) | Outstanding Response (4) |
|---|---|---|---|
| Agency history/ services/ and Participant profile Pg. 48 | • Did not discuss agency history.<br>• Did not indicate the date agency was established and its mission.<br>• Did not explain services currently offered.<br>• Did not address number of participants served and did not provide participant profile. | 0 1 2 3 4 | • Fully and clearly discusses agency history.<br>• Indicates date agency established and mission.<br>• Fully explains services currently offered.<br>• Indicates how many participants are served annually and describes participant profile and is consistent to service needs of the target population.<br>. |
| Applicant capability/resources Pg. 48-49 | • Did not describe capability to ensure timely start-up and implementation of the proposed project.<br>• Did not describe how the proposed project will be incorporated into the organizational structure.<br>• Did not attach organizational chart. Did not clearly indicate the placement of the proposed project. | 0 1 2 3 4 | • Fully describes capability to ensure timely start-up and implementation of the proposed project.<br>• Fully describes how the proposed project will be incorporated into the organizational structure.<br>• Attaches organizational chart (in attachment section of application) clearly indicating the placement of the proposed project. |
| Length of time involved with these issues Pt. 49 | • Did not explain how long the applicant has been involved with issues pertinent to adolescents and young adults at risk of unintended pregnancy and absentee fatherhood. | 0 1 2 3 4 | • Fully explains how long the applicant has been involved with issues pertinent to adolescents and young adults at risk of unintended pregnancy and absentee fatherhood. |
| Needs of population Pg. 49 | • Did not describe the applicant's ability to access the service needs of the target population(s) related to the proposed project.<br>• Did not describe the applicant's ability to address cultural aspects of the target population. | 0 1 2 3 4 | • Has outstanding knowledge and fully describes and demonstrate the applicant's ability to access the service needs of the target population(s) related to the proposed project.<br>• Has resources and the ability to describe and demonstrate the applicant's ability to address cultural aspects of the target population. |
| Project description **(if currently or previously funded)** Pg. 49 | • Did not describe the currently of previously state funded project.<br>• Did not indicate successes in achieving objectives and its experience in complying with current state funded project requirements. | 0 1 2 3 4 NA | • Briefly describes the project if currently or previously funded by OFP as a lead agency or as a subcontractor.<br>• Clearly indicates successes in achieving project's stated objectives and its experience in complying with grant requirements. |
| Job duty statements Pg. 49 | • Did not attach job duty statements for key project staff positions listed in the project budget under personnel.<br>• Duty statements do not address minimum qualifications for each position in terms of knowledge, experience, and education or are not included.<br>• Did not attach resumes for all staff already in place. | 0 1 2 3 4 | • Attached job duty statements for all key project staff positions listed in the project budget under personnel.<br>• All duty statements include the minimum qualifications for each position in terms of knowledge, experience, and education.<br>• Resumes for all staff already in place are in the attachment section of the application. |
| Financial ability Pg. 49 | • Did not describe agency's financial ability to conduct this project.<br>Did not indicate how the applicant agency is financially prepared to operate a project. | 0 1 2 3 4 | • Fully describes and demonstrate superior administrative and  financial ability to conduct this project.<br>Indicates how the applicant agency is prepared to financially operate a project. |

| Frequency/type of audits Pg. 49 | • Did not indicate frequency of audits <br> • Did not describe applicant's auditing history in the past three years <br> • Did not describe types of audits, date of last audit, and a summary of major findings from the last audit. | 0 1 2 3 4 | • Describes applicant's auditing history in the past three years <br> • Indicates frequency of audits. <br> • Fully describes types of audits, date of last audit, and a summary of major findings from the last audit. |
|---|---|---|---|

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- **Quotient:**

- **If average total weight for section is 2 and above:  Give Full weight for section**                    **%**

- **If average total weight for section is below 2:  Give 0 weight for section**                    **%**

- **Check off  Appropriate Section Review**                    ❑ Adequate

**Transfer Weight for the section on the Review Tool Summary Sheet**                    ❑ Inadequate

## Section F:  Community Collaboration  (4 page maximum, assigned weight of 10%)

| Element | Missing (0) | Rating (0-4) | Outstanding Response (4) |
|---|---|---|---|
| Collaborative member involvement Pg. 50 | • Did not describe how collaborative members were involved in development of application.<br>• Did not  (if appropriate) indicate FPACT providers and referral mechanism to be used for client referral.<br>• Did not (if appropriate) Indicate AFLP/Sibling Programs participation. | 0 1 2 3 4 | • Thoroughly and clearly describes how collaborative members were involved in development of application.<br>• Indicates and clearly describes FPACT providers and referral mechanism to be used for client referral.<br>• Addresses and clearly describes AFLP/Sibling Programs participation or non-participation. |
| Collaborative background information Pg. 50 | • Did not provide background information on the collaborative.<br>• Did not provide mission statement of collaborative.<br>• Did not describe structure of collaborative.<br>• Did not describe past and current activities and accomplishments of collaborative. | 0 1 2 3 4 | • Clearly and thoroughly describes the background information on the collaborative.<br>• Provides mission statement of collaborative that are appropriate with teen pregnancy prevention goals.<br>• Describes and clearly outlines the structure of collaborative.<br>• Clearly describes past and current activities and accomplishments of collaborative that appropriate to teen pregnancy prevention goals. |
| Collaborative structure Pg. 50 | • Did not describe communication system/meeting structure of collaborative.<br>• Did not describe how collaborative provides ongoing input in the development, implementation and evaluation of the project. | 0 1 2 3 4 | • Demonstrates superior ability to communicate. Clearly and thoroughly describes communication system/meeting structure of collaborative.<br>• Clearly and thoroughly describes how collaborative provides ongoing input in the development, implementation and evaluation of the project. |
| Responsible staff Pg. 50 | • Did not indicate a staff position who has lead responsibility for supporting the collaborative structure.<br>• Did not describe his/her duties. | 0 1 2 3 4 | • Indicates staff position who has the lead responsibility for supporting the collaborative structure.<br>• Clearly and thoroughly describes his/her duties. |
| Project Collaborative Roster Pg. 50 | • Did not submit Attachment V, Project Collaborative Roster Form listing the name of each collaborator and did not complete all information requested. | 0 1 2 3 4 | • Submits a complete and comprehensive Attachment V, Project Collaborative Roster Form listing the name of each collaborator and completes all information requested. |
| Letter of commitment/MOU's for subcontractors Pg. 50 | • Did not attach Letters of Commitment or MOUs from each proposed subcontractor.<br>• Letters or memos do not indicate the specific responsibility and services to be provided by the subcontracting agency. | 0 1 2 3 4 | • Attached all Letters of Commitment or MOUs from each proposed subcontractor.<br>• All letters or memos indicate the specific responsibility and services to be provided by the subcontracting agency. |
| School   Agreement Form Pg. 51 | • Did not complete Attachment VI, School Agreement Form for each school district or school that will be in the proposed project. | 0 1 2 3 4 | • Completed Attachment VI, School Agreement Form for each school district or school that will be in the proposed project. |

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| • **If average total weight for section is below 2:  Give 0 weight for section** | % |
| • **Check off Appropriate Section Review** | ❏ Adequate |
| **Transfer Weight for the section on the Review Tool Summary Sheet** | ❏ Inadequate |

# Information & Education RFA Application Review Tool

**Section G: Clinical Linkages (3 page maximum, assigned weight of 10%)**

| Element | Missing (0) | Rating (0-4) | Outstanding Response (4) |
|---|---|---|---|
| Inclusion of Family PACT Pg. 51 | • Did not document how a Family PACT provider or the development of the application. | 0 1 2 3 4 | • Documented and described how a Family PACT provider was involved in the development of the application. |
| Documentation of established referral linkages Pg. 51 | • Did not attach a letter of commitment from a Family PACT provider(s) from each provider committed to the I&E program.<br>• Did not list on the Collaborative Roster the name of each Family PACT provider and their address. | 0 1 2 3 4 | • Attached a letter of commitment from a Family PACT provider(s) from each provider committed to the I&E program.<br>• Lists on the Collaborative Roster the name of each Family PACT provider and their address. |
| Referral System Pg. 51 | • Did not describe how the referral to clinical services is anticipated to operate.<br>• Did not describe the communication system used to ensure that the Family PACT provider will provide on going input in the referral system.<br>• Did identify the staff person responsible for the referral system. | 0 1 2 3 4 | • Fully describes and demonstrates how the referral to clinical services is anticipated to operate.<br>• Fully describes the communication system and demonstrates use to ensure that the Family PACT provider will provide on going input in the referral system.<br>• Indicates the staff person responsible for the referral system. |

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- **Quotient:** _____

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- **If average total weight for section is below 2: Give 0 weight for section** _____ **%**

- **Check-off Appropriate Section Review**

  ❑ Adequate

  ❑ Inadequate

**Transfer Weight for the section on the Review Tool Summary Sheet**

| Element | Missing (0) | Rating (0-4) | Outstanding Response (4) |
|---|---|---|---|
| Table/Prevalence Pg. 51 | • Did not provide needs assessment table<br>• Did not provide data on the prevalence of teen and unintended births, teen parents, and absentee fathers in the community to be served. | 0 1 2 3 4 | • Provided Needs assessment table<br>• Provides current and appropriate data on the prevalence of teen and unintended births, teen parents, and absentee fathers in the community to be served. |
| Target Population Pg. 52 | • Did not describe the characteristics of the target population(s) to be served.<br>• Did not describe the conditions that put target population at high risk for pregnancy and parenting. | 0 1 2 3 4 | • Clearly and thoroughly describes the characteristics of the target population(s) to be served.<br>• Clearly and thoroughly describes the conditions that may put target population at high risk for pregnancy and parenting. |
| Current TPP Projects in community and Project Supplementation/ Enhancement Pg 52 | • Did not describe current teen pregnancy and absentee fatherhood prevention projects and health services in the community.<br>• Did not explain how the proposed project will supplement services and enhance a comprehensive approach. | 0 1 2 3 4 | • Cleary and thoroughly describes current teen pregnancy and absentee fatherhood prevention projects and health services in the community.<br>• Explains clearly how the proposed project will supplement services and enhance a more comprehensive approach. |
| Gaps and Effort of Improvement Pg. 52 | • Did not describe existing gap and/or efforts in need of improvement that will be addressed by the proposed project | 0 1 2 3 4 | • Clearly and thoroughly describes existing gap and/or efforts in need of improvement that will be addressed by the proposed project. |
| Attitudes, beliefs and values Pg. 52 | • Did not describe attitudes, beliefs and values on the causes, consequences and solutions to teen and unintended pregnancy and absentee fatherhood. | 0 1 2 3 4 | • Clearly and thoroughly describes attitudes, beliefs and values on the causes, consequences and solutions to teen and unintended pregnancy and absentee fatherhood. |
| Project Support/Obstacles Pg. 52 | • Did not describe and/or identify the assets, resources, and opportunities that exist in the community for supporting the implementation of the proposed project.<br>• Did not describe the obstacles that are anticipated while implementing the project and what will be done to overcome them. | 0 1 2 3 4 | • Clearly and thoroughly describes and identifies assets, resources, and opportunities that exist in the community to support the implementation of the project.<br>• Clearly and thoroughly describes obstacles anticipated while implementing the project and how to overcome them. |
| Demonstration of Need Pg. 52 | • Did not demonstrate that the program goals, design and activities proposed are appropriate for the target population. | 0 1 2 3 4 | • Clearly demonstrates that the program goals, design and activities are appropriate for the target population. |

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**Transfer Weight for the section on the Review Tool Summary Sheet**          ❑ Inadequate

# Information & Education RFA Application Review Tool
## Section H:  Project Description  (6 page maximum, assigned weight of 15%)

| Element | Missing (0) | Rating (4-0) | Outstanding Response (4) |
|---|---|---|---|
| Overall Approach & Purpose Pg. 53 | • Does not provide an overall approach and purpose of the proposed project. | 0 1 2 3 4 | • Clearly and thoroughly describes the overall approach and purpose of the proposed project. |
| Appropriate Goals and Strategies Pg. 53 | • Did not cite applicable research supporting effectiveness of proposed strategy, if applicable.<br>• Did not explain why selected strategies were being proposed.<br>• Did not explain how strategies will be modified and will overcome weakness in documented research, if necessary | 0 1 2 3 4 | • Clearly and thoroughly cites applicable research supporting the effectiveness of proposed strategy, if applicable.<br>• Clearly and thoroughly explains why selected strategies are being proposed.<br>• Clearly and thoroughly explains how strategies will be modified to overcome weakness in documented research, if necessary. |
| Specific Target Population Pg. 53 | • Did not describe target population to be served by the proposed goal and affiliated strategy for each population being served | 0 1 2 3 4 | • Clearly and thoroughly describes target population to be served by the proposed goal and affiliated strategy for each population being served |
| Types of Services to be Provided Pg. 53 | • Did not describe the services to be provided<br>• Did not describe how services will be accomplished<br>• Did not describe how the target population will benefit<br>• Did not describe how services will support goals.<br>• Did not describe how the success of services will be measured | 0 1 2 3 4 | • Clearly and thoroughly describes and demonstrates the services to be provided. Services are appropriate and realistic<br>• Clearly describes and demonstrates how these services will be accomplished. Description is appropriate and realistic.<br>• Clearly describes and demonstrates how target population will benefit<br>• Clearly describes how services will support goals<br>• Clearly describes how the success of the services will be measured.  Description is appropriate and realistic |
| Description of Organizational Structure Pg. 53 | • Did not describe the organizational structure<br>• Did not describe the relationships with other agencies<br>• Did not describe the staff composition. | 0 1 2 3 4 | • Clearly and thoroughly describes and demonstrates the organizational structure of the proposed project<br>• Clearly and thoroughly describes and demonstrates the relationships with other agencies.<br>• Clearly and describes the staff composition |
| Community Support and Participation in Application Pg. 53 | • Did not describe the community support and participation in developing the application<br>• Did not describe the participation and how it will continue throughout the implementation. | 0 1 2 3 4 | • Clearly and thoroughly describes and deonstrates the community support and participation in developing the application.<br>• Clearly and thoroughly describes the participation and how it will continue throughout the implementation. |
| Curricula for project Pg. 53 | • Did not indicate curricula title, author, publisher, date of publication, and general description of content and description of intended audience.<br>• Did not provide brief rationale for selected curriculum.<br>• Did not state applicant's experience and training in using intended curricula. | 0 1 2 3 4 | •  Indicates curricula title, author, publisher, date of publication, and a general description of content and description of intended audience.<br>• Clearly and thoroughly provides appropriate rationale for selected curriculum.<br>•  States applicant's experience and training in using intended curricula. |

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# Information & Education RFA Application Review Tool
## Section I.  Scope of Work (assigned weight of 15%)

| Element | Missing (0) | Rating (4-0) | Outstanding Response (5) |
|---|---|---|---|
| Inclusion and Completeness Pg. 54 | • Missing strategies<br>• Items are missing.<br>• No identification of strategies<br>• No identification of gender<br>• No identification of age groups<br>• No identification of ethnic groups<br>• Items are missing or not complete<br>• Minimum participants to be reached<br>• Number of sessions each participant will be provided<br>• Number of meetings, presentations to be accomplished<br>• Number of minutes each presentation/sessions will last. | 0 1 2 3 4 | • Clearly identifies and outlines a minimum of three strategies and not more than five.<br>• All items are clearly identified and clearly described:<br>• Identification of specific strategies.  Consistent with project description<br>• Identification of gender (s)<br>• Identification of age groups by percentage<br>• Identification of ethnic groups by percentage<br>• Clearly identifies the minimum of participants to be reached by each strategy<br>• For the prevention education or other curriculum based strategies:  clearly identifies the number of sessions each participant will be provided<br>• For other strategy, clearly indicates the number of meetings, presentations, to be accomplished<br>• Clearly indicates the number of minutes that each presentation/session or meetings will last |
| Goal and Overall Objective Pg. 54 | • Goals are missing<br>• The objective for each strategy is missing.<br>• Genders for the objective is missing.<br>• Percentage by each age group is missing.<br>• Number of participants is missing.<br>• Prevention education strategy is missing.<br>• For curriculum-based strategy, curriculum is missing.<br>• Did not indicate an objective to be part of the statewide outcome evaluation.<br>• Objectives did not meet measurability requirements.<br>• Objective(s) is not outcome based. | 0 1 2 3 4 | • One of seven goals is clearly selected from the RFA that provides overall direction and consistent with the strategy selected<br>• Overall objective is clearly indicated and measurable<br>• Prevention Education strategy is included and clearly demonstrates minimum of eight hours.<br>• If strategy is curriculum based, clearly indicates the specific curriculum.<br>• Indicates an objective to be part of the statewide outcome evaluation.<br>• Each objective is clearly outcome based, measurable, and realistic and includes methods used to evaluate.<br>• For any type of curriculum based strategy, clearly indicates impact: competencies, increase knowledge, completion rates. |
| Activities Pg. 54 | • Activities are missing<br>• Key evaluation activities in meeting objective are missing.<br>• Accomplishments of deliverables are missing<br>• Collaboration activities are missing<br>• Referral system or links to clinical services is missing<br>• Key evaluation activities are missing | 0 1 2 3 4 | • All key activities are listed and appropriate.  The activities are completely addressed and realistic to project objectives.<br>• Clearly contains measurable process evaluation methods<br>• Demonstrates the accomplishments of deliverables for each objective<br>• Clearly indicates collaboration and feedback to collaborators and subcontractors.<br>• Clearly indicates referral system or links to clinical services<br>• Activities include all key evaluation activities |
| Staffing and Timeframes Pg. 54 | • Staff or subcontractors assigned to the project are missing.<br>• Staff assignments are not appropriate and missing.<br>• Activities are missing time frame. | 0 1 2 3 4 | • Staff or subcontractor assigned for each key activity is specifically identified.<br>• Staffing assignments to implement activities is appropriate and specific.<br>• Include time frame, by month and year, for implementation: and timeframes |

| | | | |
|---|---|---|---|
| | | | are reasonable. |
| Sites of Service Pg. 54 | • Sites of Service are missing. | 0 1 2 3 4 | • All sites where activities will take place are identified by actual name and/or locations are listed and consistent with collaborative roster and project description |
| FY 2003/04 & FY 2004/05 Work plan Narrative Pg. 54 | • Narrative is missing details and specifics for FY2 and FY3.<br>• Narrative for local evaluation is missing. | 0 1 2 3 4 | • The FY2 and FY3 work plan descriptions are included.<br>• Local Evaluation efforts are clearly described and addressed. |
| Logic Model Process Pg. 54 | • No indication of logic model process for program planning and implementation | 0 1 2 3 4 | • Clearly provides an indication of the logic model process for program planning and implementation |

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- **Check-off Appropriate Section Review**          ❑ Adequate
                                                     ❑ Inadequate

**Transfer Weight for the section on the Review Tool Summary Sheet**

# Information & Education RFA Application Review Tool
## Section J:  Evaluation Plan  (3 page maximum, assigned weight of 10%)

| Element | Missing (0) | Rating (0-4) | Outstanding Response (4) |
|---|---|---|---|
| Experience and Capacity Pg. 55 | • No past evaluation experience is provided.<br>• No ability to report data is described. | 0 1 2 3 4 | • Past evaluation experience in data collection clearly described.<br>• Ability to report data is clearly described. |
| Staff and budget for all evaluation efforts Pg. 55 | • No responsible staff or consultant identified.<br>• Identified staff or consultant experience is not explained.<br>• Percent time allocated for evaluation activities is missing.<br>• Amount allocated for evaluation activities is insufficient. | 0 1 2 3 4 | • Responsible staff or consultant clearly identified.<br>• Identified staff or consultant experience clearly explained.<br>• Percent time dedicated to evaluation activities is appropriate and sufficient.<br>• Amount allocated for evaluation is identified. |
| Local and statewide Evaluation Pg. 55 | • No step-by-step plan presented. | 0 1 2 3 4 | • Step-by-step outline for statewide local evaluation including: measurement tool development, data collection, data analysis, evaluation feedback loop, i.e. how evaluation results will be used to improve the overall project clearly presented. |
| Project planning Pg. 55 | • No process is described on selection of strategy. | 0 1 2 3 4 | • Clearly and thoroughly describes process used to decide which strategy/ sub strategy used with target population. |
| Agency's evaluation philosophy Pg. 55 | • Description of how evaluation fits into normal agency functioning is not provided. | 0 1 2 3 4 | • Describes how evaluation fits into normal agency functioning. |
| Public school involvement and approvals Pg. 55 | • Experience with requirements is missing.<br>• Experience in administering pre/post test in school is not provided.<br>• School Agreement Form(s) are not included. | 0 1 2 3 4<br>N/A | • Experience or familiarity with requirements/ procedures to secure approvals to conduct pre/post tests is clearly outlined and/or described.<br>• Experience administering pre/posttests in schools is clear.<br>• The agency has obtained approval to administer Statewide Evaluation pre/posttests on the School Agreement Form. |
| Currently funded agencies Pg. 55 | • No description of findings for statewide findings<br>• No description of  local evaluation findings | 0 1 2 3 4<br>N/A | • Clearly and thoroughly describes.  Findings from the agencies' OFP-funded Statewide Evaluation are clearly presented.<br>• Findings from Local Evaluation are clearly presented |

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# Information & Education RFA Application Review Tool
## Section K: Budget, Budget Justification, and Match Documentation (Assigned weight of 10%)

| Element | Missing (0) | Rating (0-4) | Outstanding Response (4) |
|---|---|---|---|
| **Overall Budget and Budget Justification** Pg. 55-60 | • The line item Budget and Budget Justification are missing. <br>• The Budget Justification did not include costs related to evaluation activities. <br>• Personnel and Operating costs are inappropriate and/or do not support the achievement of the project's goals and objectives or are missing. <br>• Proposed expenditures include prohibited expenses or are missing. <br>• The Indirect Cost line item exceeds the 15% maximum or is missing. <br>• Audit cost are not included <br>• Evaluation activities missing. <br>• Operating costs are missing. <br>• Operating costs missing. <br>• Indirect Cost is missing. | 0 1 2 3 4 | • The line item Budget and Budget Justification are submitted in the correct format and are mathematically accurate. <br>• The Budget Justification includes a breakdown of costs related to evaluation activities. <br>• All Personnel and Operating costs are appropriate and necessary to support the proposed project's goals and objectives. <br>• All expenses are acceptable per the conditions stated in the RFA. <br>• Audit cost is included. <br>• Evaluation activities are acceptable per the conditions stated in the RFA <br>• Operating costs are acceptable and appropriate to support the project. <br>• Operating costs is clearly justified. <br>• Indirect cost line item expenses do not exceed 15% of Personnel |
| **Personnel** Pg. 55-60 | • Personnel section missing. <br>• Staff position justifications are missing. <br>• Positions extraneous to the direct delivery of the program are included in the Budget or missing. <br>• A staff person or consultant is not identified to oversee both statewide and local evaluation activities or missing. | 0 1 2 3 4 | • Personnel is clearly identified in terms of percent of time, monthly salary, and assigned work. <br>• No staff positions are listed at less than 50% unless convincingly justified. <br>• Only positions directly involved in the development, delivery and support of the project are listed (no administrative or fiscal staff) <br>• A staff person or consultant is designated to oversee both statewide and local evaluation activities. |
| **Subcontracts and Consultants** Pg. 55-60 | • Subcontractors/ consultants on the budget are missing. <br>• Detailed line item budgets are not provided for subcontractors over $5,000 annually are missing. | 0 1 2 3 4 <br> N/A | • All subcontractors/consultants and their specific services are clearly identified. <br>• Detailed line item budgets are provided for subcontractors receiving over $5,000 per year. |
| **Cost-effectiveness and completion by staff** Pg. 55-60 | • Costs are not appropriate or cost effective. <br>• Missing specific objectives that each staff is responsible for completing | 0 1 2 3 4 | • All costs are appropriate and necessary as it relates to the achievement of goals and objectives. <br>• Clearly outlines the specific objective that each staff is responsible for completing. |

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- **Check-off  Appropriate Section Review**

**Transfer Weight for the section on the Review Tool Summary Sheet**

❑ Adequate
❑ Inadequate